

## Education

California State University, Long Beach — December 1991  
Bachelor of Arts, Journalism/Public Relations with a Minor in Spanish

Art Center College of Design, Pasadena — Coursework from 1995 to 1997

QuarkXPress	Web Design Seminar
Intro to Computer Imaging	Photography
Intro to Design with Computers	Package Design
Web Site Development	

Conferences:

Photoshop, Monterey (1998)  
Web Design '97, Seattle (1997)  
NetObjects Fusion, San Diego (1997)

## Graphic Design Experience

- Design layouts and logos, add links, and update the Division of Geological and Planetary Sciences (GPS) web pages
- Teach faculty, staff, and students how to scan images and text, compose html, use software and hardware, and understand UNIX, ftp, and Telnet
- Design and illustrate all division ads, lectureship/seminar flyers, invitations, and publications
- Create recruitment materials, including developing copy and photography
- Serve as editor and designer of the GPS Alumni Newsletter
- Design and maintain both the on-line and print directory of GPS personnel
- Handle all division photography
- Create and maintain division email aliases (server lists)

## Accomplishments

- Created the first web sites for GPS and for the Seismological Laboratory
- Created Caltech's first alumni newsletter
- Restructured/redesigned the division web site
- Completed installation and troubleshooting of new computer systems and hardware
- Set up new computer filing system and handled hardware, software and font upgrades

## **Employment History**

December 1993—present

Communications Specialist — Division of Geological and Planetary Sciences, California Institute of Technology, Pasadena

April 1992—June 1993

Program Representative — American Language Center, UCLA Extension, Academic Intensive English Program, Los Angeles

February 1992—April 1992

Administrative Assistant — Family CPR Center, UCLA School of Nursing, Los Angeles

February 1991—May 1991

Assistant Public Relations Director — Southeast Council on Alcoholism and Drug Problems, Downey

August 1990—February 1991

Editorial/Publication Assistant — Dr. Gerald Loren Fishkin, Long Beach

March 1989—November 1989

Teacher's Assistant/Bilingual Education — Robert E. Lee Elementary School, Long Beach

June 1988—October 1988

Administrative Assistant — American Institute of Aeronautics and Astronautics, Long Beach

April 1988—June 1988

Public Relations Assistant — Daihatsu Corporation, Los Alamitos

October 1985—May 1986

Translator/Writer — Latin Athlete & Latin Holiday magazines, San Diego

references available upon request

## **Graphic Design Computer Software:**

QuarkXPress

Adobe Photoshop

Adobe Illustrator

Adobe Dimensions

KPT Bryce

GifBuilder

Graphic Converters

PageMill

NetObjects Fusion

## **Additional Computer Software:**

Filemaker Pro

Microsoft Word

Word for Windows

WordPerfect

Excel

Dbase

FoxPro